SECRET

## ROUTING AND RECORD SHEET
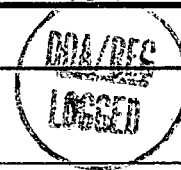
**SUBJECT:** (Optional)

Reducing Bureaucracy

| FROM: | | EXTENSION | NO. |
|-------|--|-----------|-----|
| Executive Officer<br>Office of Security | | | OS 7 2159 |
| | | | **DATE** 0.8 JUN 1987 |

STAT

STAT

| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| | RECEIVED | FORWARDED | | |
| 1. EXA/DDA 7D24 Hdqs. | 09 JUN 1987 | | | Jim, Please let me know if there is any follow-up needed on the attached. |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | STAT |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | STAT |

SECRET

☆ U.S. Government Printing Office: 1985—494-834/49156

DDA/REG
LOGGED

08 JUN 1987

MEMORANDUM FOR:  Executive Assistant
                 Deputy Director for Administration

FROM:            [                    ]                                    STAT
                 Executive Officer
                 Office of Security

SUBJECT:         Reducing Bureaucracy [    ]                               STAT

REFERENCE:       Note from EXA/DDA dated 12 May 87; same subject
                 DDA 87-1011


        Thank you for the opportunity to review the suggestions
for "reducing bureaucracy." If the four suggestions which
pertain to the Office of Security are typical, this will have
been a worthwhile exercise for the Agency; each contained, at
its core, a past or present bureaucratic stumbling block. The
Office of Security's response to each suggestion is as follows:

Regarding the "Vaulted Area in Room 336" -

        On 28 May 1987, the installation of the Intrusion
Detection System was completed although it will not be
activated until OL completes work on physical security
construction requirements per memoranda from Physical
Security Division to OL/RE&CD dated 28 October 1986 and
18 May 1987.

        Be this as it may, the suggestion accurately points
out a problem which our own personnel have noted, namely,
that all too often time is wasted between construction or
inspection by one component and subsequent construction or
inspection by another. The offices most often involved are
OS/Security Equipment Services Division, OL/Real Estate and
Construction Division, DDA/Safety Staff and the requesting
component.

        One "old hand" recalls a time when the Office of
Logistics had an officer assigned to each building or group
of buildings who acted like a general contractor; the
officer would monitor the construction and make sure that

STAT

S E C R E T

S E C R E T

the work of each "subcontractor" or inspector followed closely upon completion of the previous phase. It appears that this practice is no longer followed. While the Office of Logistics seems in the best position to assume this function, the Office of Security is willing to be cooperative and responsive to the direction and coordination of such a focal point officer. We recognize that it is difficult for inexperienced component personnel to try to act in this capacity; there is too much room for confusion and delay.

*[handwritten marginal note: Los I believe HHS project officers who are supposed to coord. these efforts]*

Regarding the reporting of gifts -

The Office of Security strongly opposes the use of the reinvestigation polygraph test as a routine means of detecting misfeasance, malfeasance or similar misconduct. I believe an administrative solution would be more appropriate.

*[handwritten marginal note: agree]*

Regarding procedures for admitting visitors to Headquarters -

Unfortunately, we do not have the personnel to handle the telephone calls required each day to process the hundreds of visitors to the headquarters compound. In addition to preregistering visitors in person at the Security Duty Office, Headquarters personnel can preregister visitors by using electronic mail (a menu is available on the Automated Information Management System - AIM). The availability of the AIM method of visitor registration has been previously published in Headquarters Notices and will again be cited in an upcoming Notice regarding the opening of the Headquarters Visitor Control Center.

*[handwritten marginal note: We need to make progress here.]*

Regarding the operational naivety of young OS officers -

The Office of Security must rely on its cadre of young (inexperienced) officers for many vital tasks. While there is no instant cure for inexperience, we recognize the problem and have taken the following steps:

    ° All new Security Officers are provided with a DO
    orientation as part of their initial training.

25X1

2

S E C R E T

° We are considering continuation of a program, developed in 1986, in which OS polygraph and technical officers attended a workshop with DO officers to discuss mutual problems and concerns. These after-hours session were found to be very beneficial even if occasionally heated.

° We sympathize with past limitations on non-DO attendees at operational courses. The DO Senior Training Officer has been extremely cooperative in recent discussion toward enrolling OS Special Activities Division personnel in various CI courses. We would welcome the opportunity to enroll additional students in operations-related courses.

STAT

STAT